

EXHIBIT B

Applicant Log

College/Division:

LHU

Department:

Facilities/Man

Position: Safety

Posting #: S0629

Perm/Temp: Perm.

Instructions: (1) Complete *Post Application Review* columns using "X"s, overall committee scores, and rejection code(s) as appropriate (2) Provide Applicant Log to HR for review and appropriate approvals prior to scheduling any first round interviews (3) After first round interviews, complete the *Post First Round Interview* columns as appropriate. 4. Provide updated Applicant Log to HR for review and appropriate approvals prior to scheduling any second round interviews. 5. After second round interviews, complete the *Post Second Round Interview* columns at the end of the search process and return to HR

Rejection Code(s) Post Application Review: Please include all codes that apply and specify justification if Other

- A** Incomplete Application
- B** Degree/Education requirement(s) not met
- C** Experience requirement(s) not met
- D** License/Certificate requirement(s) not met
- E** Meets minimum qual's, but not among the most qualified applicants
- F** Other (please detail reason in the rejection code field above)
- W** Applicant withdrew application

Rejection Code(s) Post First and Second Round Interviews: Please include all codes that apply and specify justification if Other

- G** Candidate did not emerge among the most qualified candidates post interview
- H** Interview responses did not meet standards per interview rubric (please specify above)
- I** Other (please detail reason in the rejection code field above)
- W** Applicant withdrew application